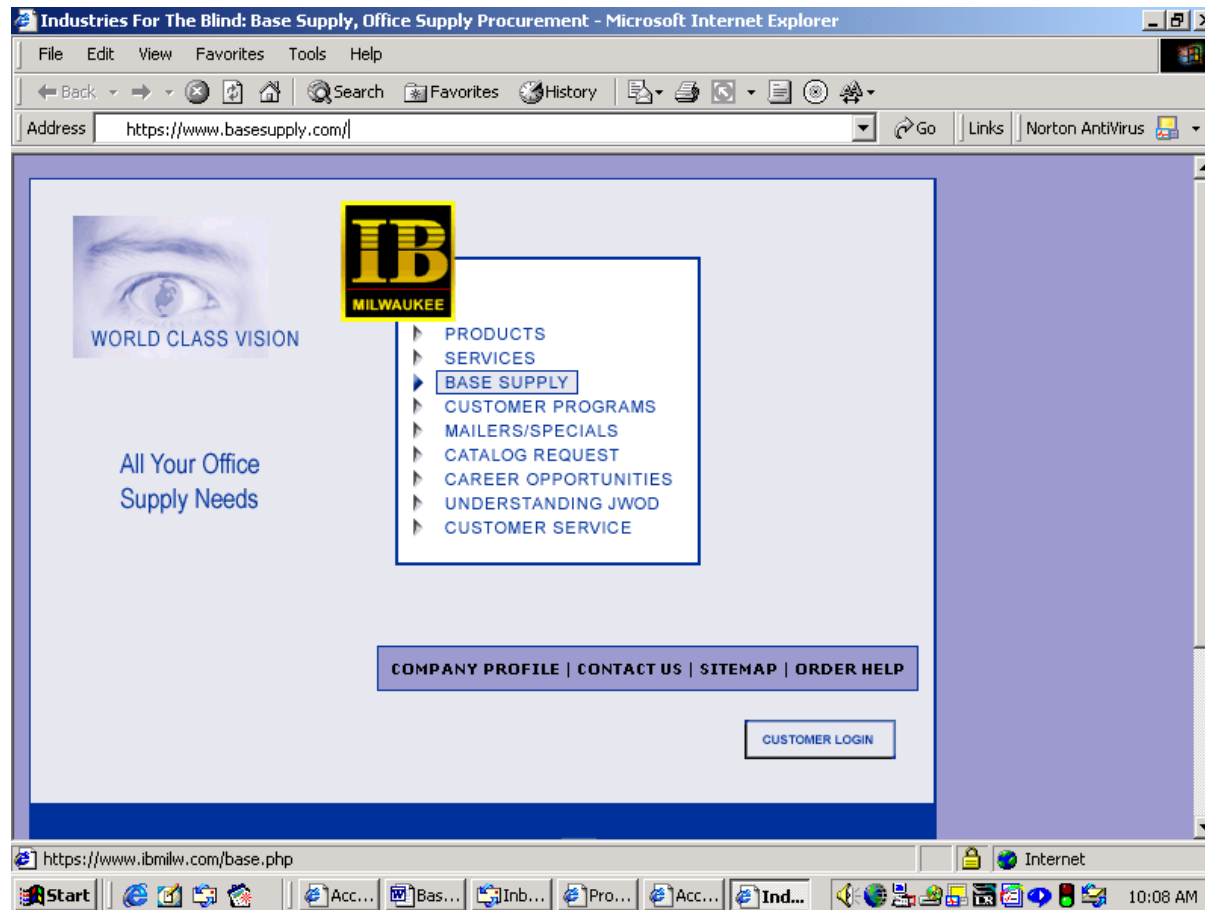
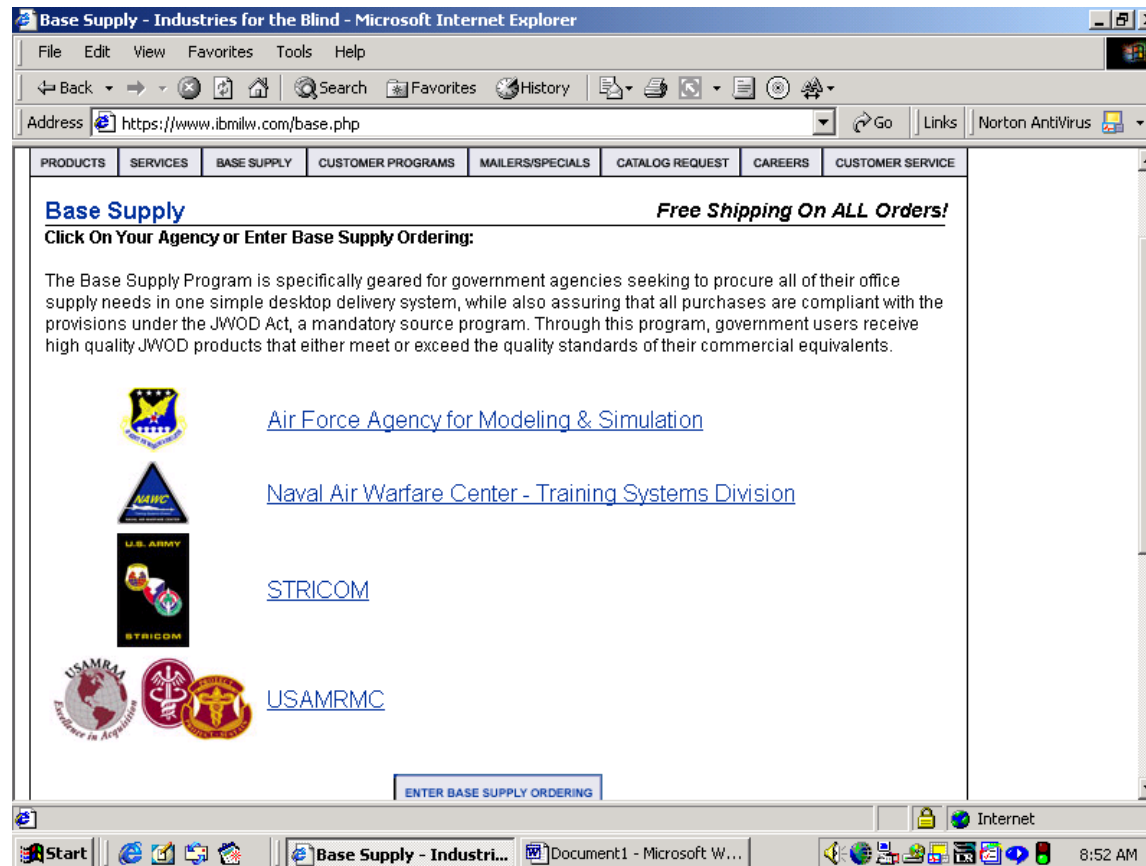


Base Supply Program

1) Go to www.BaseSupply.com and Click on **BASE SUPPLY**.



2) Click on your **Agency Logo** or the **ENTER BASE SUPPLY ORDERING** button.



3) **Login** if you already have an account or **Click on REGISTER FOR AN ACCOUNT.**

Base Supply - Industries for the Blind - Microsoft Internet Explorer


File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print Links Norton AntiVirus

Address <https://www.ibmilw.com/base.php?group=4> Go

Base Supply *Free Shipping On ALL Orders!*

Welcome USAMRMC



Login

Customer ID

Password

Need additional support? [Contact a Support Specialist.](#)

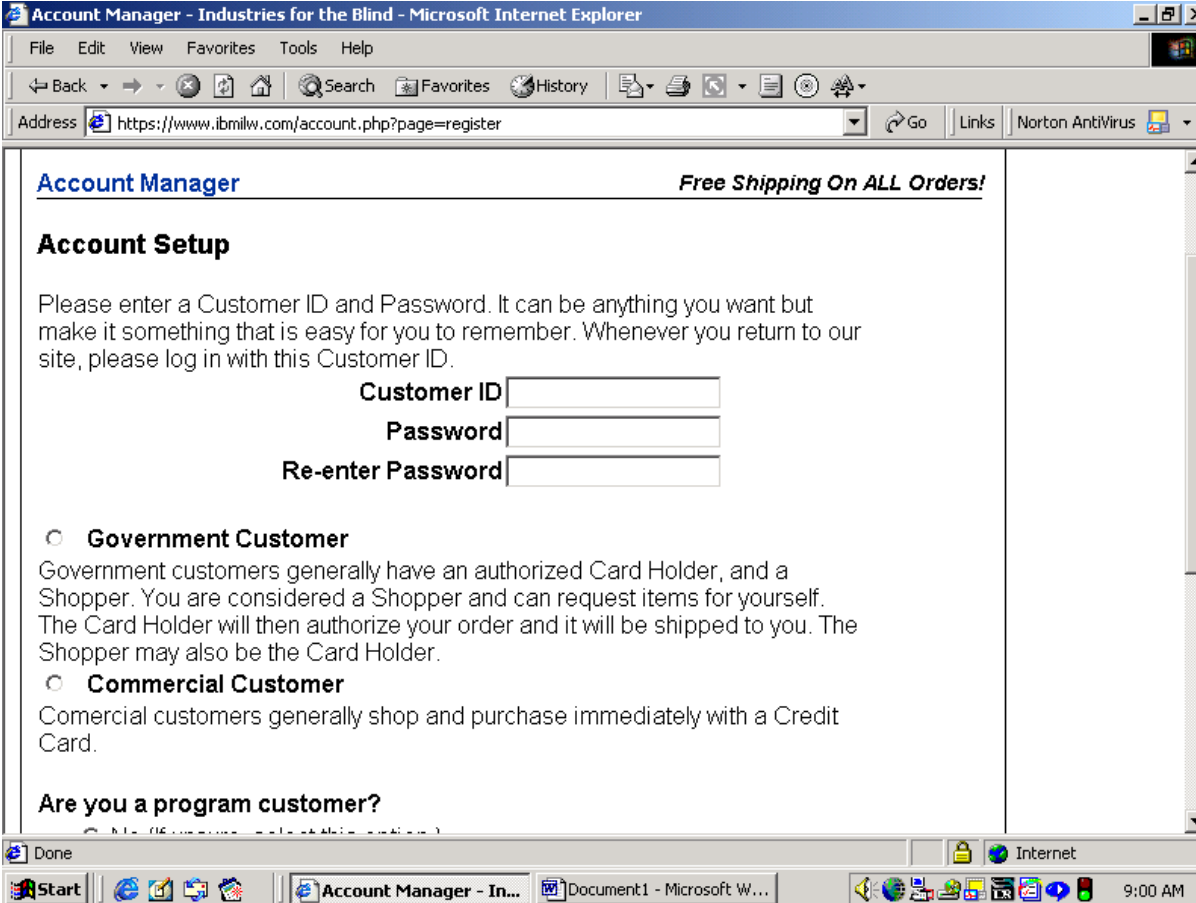
Please choose from the following options below:

1 SEARCH FOR A PRODUCT BY ITEM NUMBER:

2 SELECT A PRODUCT BY CATEGORY:

Start Base Supply - Industri... Document1 - Microsoft W... 8:56 AM

4) Follow the screen instructions for the Account Setup and Click **CONTINUE**.



The screenshot shows a Microsoft Internet Explorer browser window with the title "Account Manager - Industries for the Blind - Microsoft Internet Explorer". The address bar displays "https://www.ibmilw.com/account.php?page=register". The page content includes a header with "Account Manager" and "Free Shipping On ALL Orders!". The main section is titled "Account Setup" and contains instructions: "Please enter a Customer ID and Password. It can be anything you want but make it something that is easy for you to remember. Whenever you return to our site, please log in with this Customer ID." Below this are three input fields labeled "Customer ID", "Password", and "Re-enter Password". There are two radio button options: "Government Customer" and "Commercial Customer", each with a brief description. The "Government Customer" option states: "Government customers generally have an authorized Card Holder, and a Shopper. You are considered a Shopper and can request items for yourself. The Card Holder will then authorize your order and it will be shipped to you. The Shopper may also be the Card Holder." The "Commercial Customer" option states: "Commercial customers generally shop and purchase immediately with a Credit Card." At the bottom, there is a section titled "Are you a program customer?" with a partially visible instruction: "Click on the program you wish to select this section". The browser's status bar shows "Done", "Internet", and the taskbar includes icons for Start, Account Manager - In..., Document1 - Microsoft W..., and the system clock shows 9:00 AM.

Account Manager *Free Shipping On ALL Orders!*

Account Setup

Please enter a Customer ID and Password. It can be anything you want but make it something that is easy for you to remember. Whenever you return to our site, please log in with this Customer ID.

Customer ID

Password

Re-enter Password

☐ **Government Customer**
Government customers generally have an authorized Card Holder, and a Shopper. You are considered a Shopper and can request items for yourself. The Card Holder will then authorize your order and it will be shipped to you. The Shopper may also be the Card Holder.

☐ **Commercial Customer**
Commercial customers generally shop and purchase immediately with a Credit Card.

Are you a program customer?
Click on the program you wish to select this section.

5) Enter your Shipping and Billing Information and Click **CONTINUE**.

The screenshot shows a web browser window titled "Account Manager - Industries for the Blind - Microsoft Internet Explorer". The address bar displays "https://www.ibmilw.com/account.php". The page content includes:

- Account Manager** header with a [Log Out](#) link and the text "Free Shipping On ALL Orders!".
- Customer information: Customer ID: Dan9999, Customer Type: Government.
- Shipping Information** section with the following fields:
 - Name
 - Company
 - Address
 - Address 2
 - City, State (with a dropdown for state)
 - Zip
 - Phone
 - Fax
 - Email (with a note: "(order confirmations sent to email address)")
- Billing Information** section (partially visible at the bottom).

The Windows taskbar at the bottom shows the Start button, several icons, and open applications including "Account Manager - In..." and "Document1 - Microsoft Word". The system clock indicates 9:06 AM.

6) Confirm your information and Click **CONTINUE**.

Account Manager *Free Shipping On ALL Orders!* [Log Out](#)

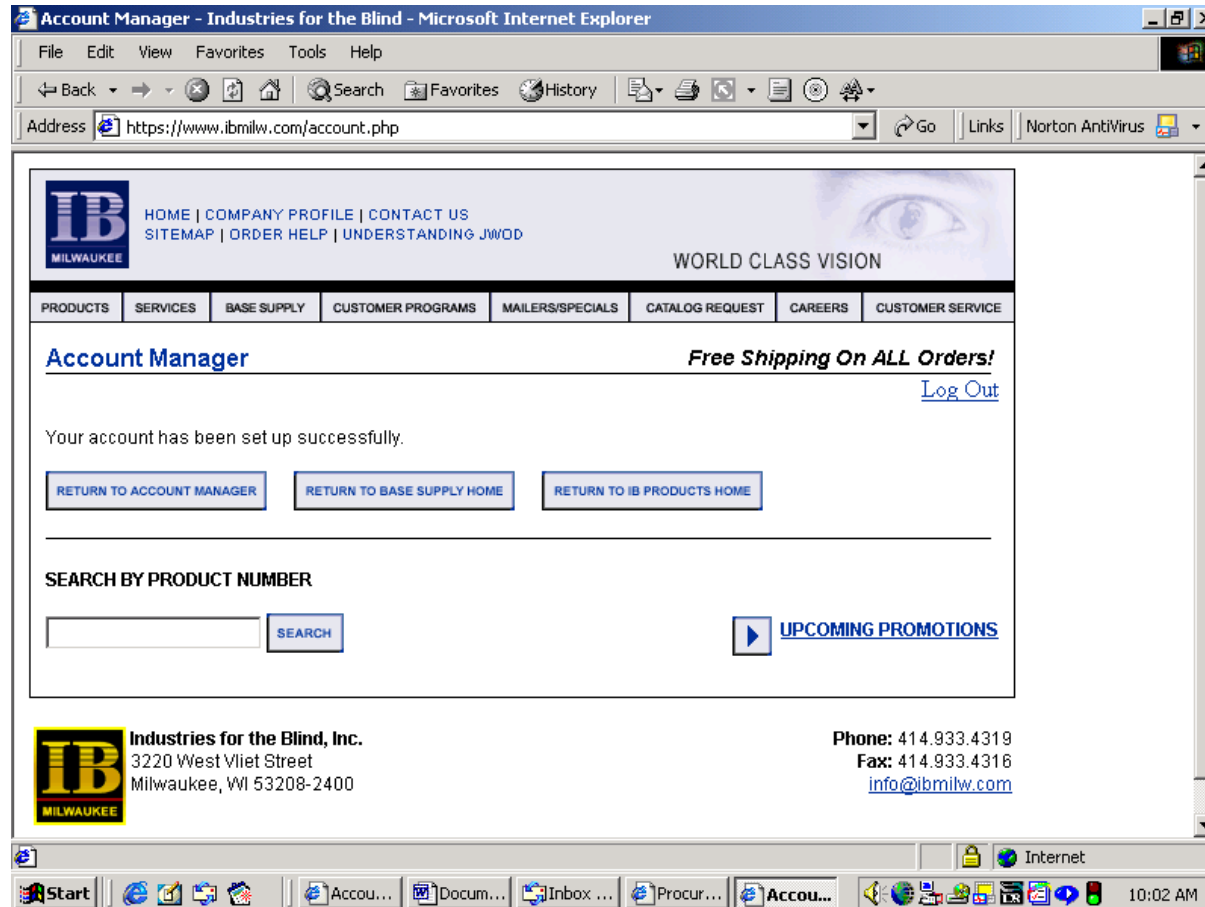
Customer ID DAN9999
Customer Type Government

Shipping Information
Name Dan9999
Company IBMilw
Address 2002 Orders
City, State ZIP Milwaukee, WI 53208
Email 2002 Orders@ibmke.com

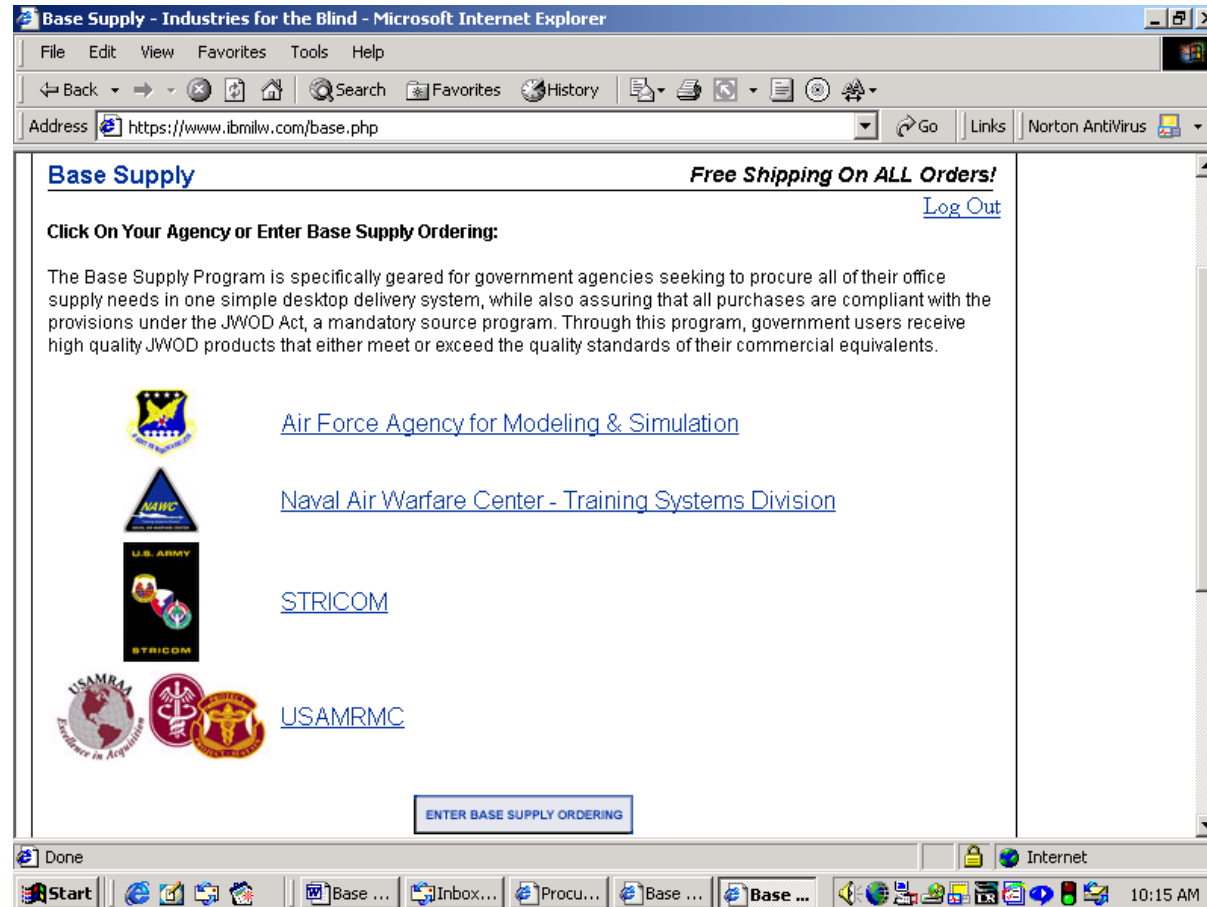
Billing Information
Name Dan9999
Company IBMilw
Address 2002 Orders
City, State ZIP Milwaukee, WI 53208
Email 2002 Orders@ibmke.com

If this information is correct, then continue.

7) When the screen confirms that your account has been set up successfully, Click **RETURN TO BASE SUPPLY HOME**.



8) Click on your **Agency Logo** or the **ENTER BASE SUPPLY ORDERING** button.



9) Select from the **3 Ordering Options** to begin your order.

Base Supply - Industries for the Blind - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Copy Paste Address Links Norton AntiVirus

Welcome USAMRMC

Please choose from the following options below:

1 SEARCH FOR A PRODUCT BY ITEM NUMBER:

[SEARCH](#)

2 SELECT A PRODUCT BY CATEGORY:

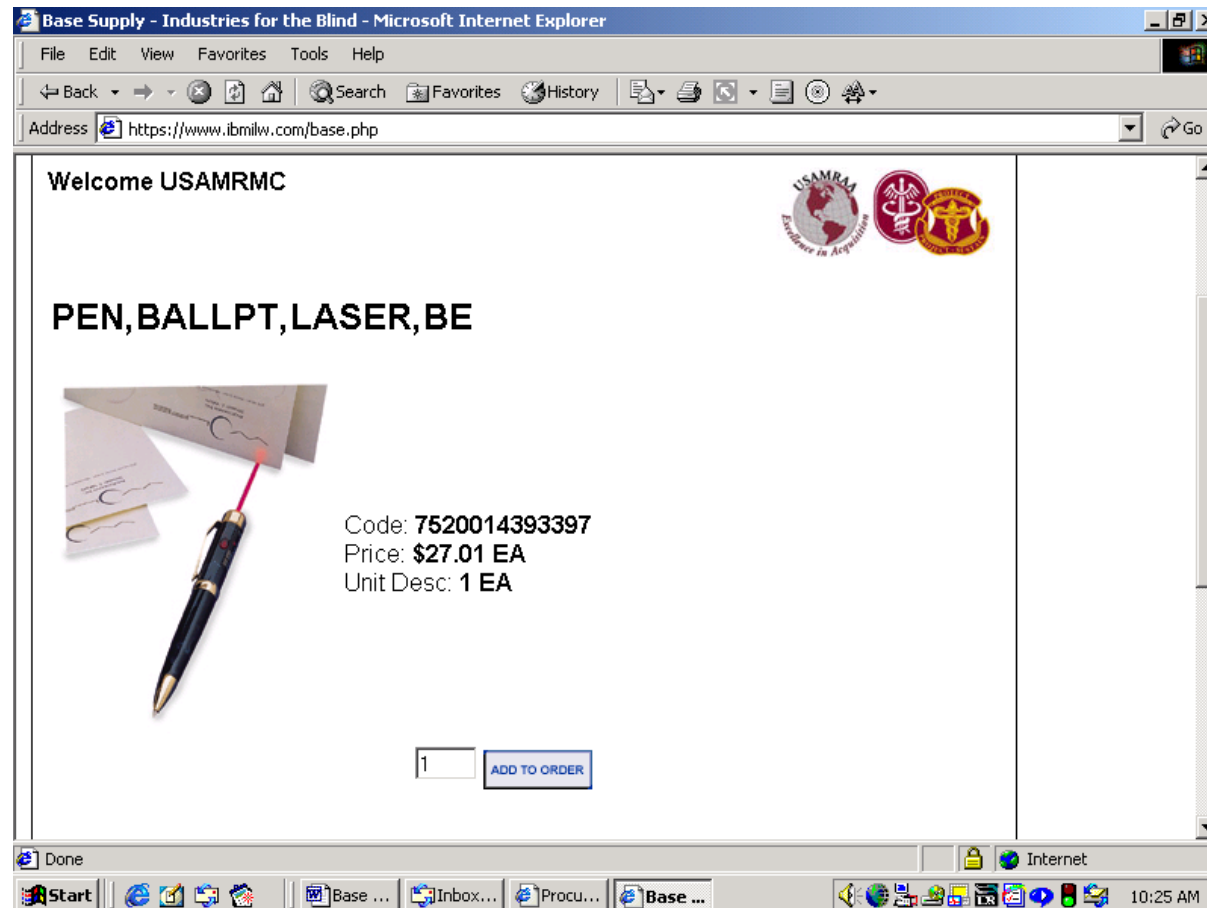
[VIEW CATEGORY](#)

3 ADD ITEMS USING A BLANK ORDER FORM

[CREATE A BLANK ORDER](#)

Done Internet

10) The 1st option will allow you to Search products by Item Number. You can easily add items to your cart by Clicking on the **ADD TO ORDER** button.



11) The item added would display in a virtual **Shopping Cart** for your approval. To change the Quantity for any line item, simply Click into the Quantity textbox, change the number (or enter “0” to remove the item), and then Click on **UPDATE CART**. But to continue your order, Click on **RETURN TO STORE**.

Shopping Cart - Industries for the Blind - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print Copy Paste

Address <https://www.ibmlw.com/cart.php> Go

Shopping Cart

Free Shipping On ALL Orders!

[Log Out](#)

Quantity	Item No	Item	Price	Total
<input type="text" value="1"/>	7520014393397	PEN,BALLPT,LASER,BE	\$27.01 EA	\$27.01

[Add More Items Using a Blank Order Form](#)

Subtotal \$27.01

Shipping \$0.00

USER OPTIONS

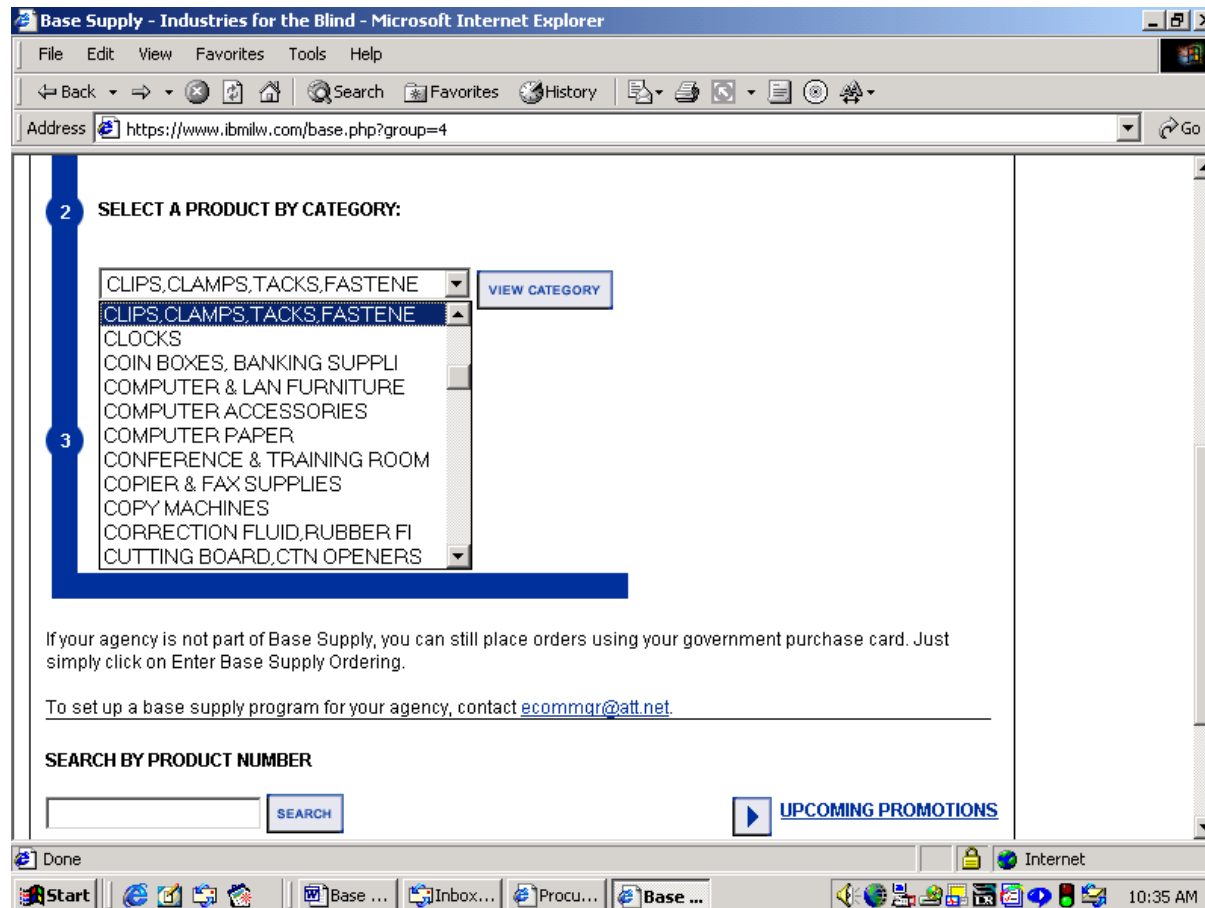
SEARCH BY PRODUCT NUMBER

[UPCOMING PROMOTIONS](#)

 **Industries for the Blind, Inc.**
3770 West Vliet Street

Phone: 414.933.4319
Fax: 414.933.4316

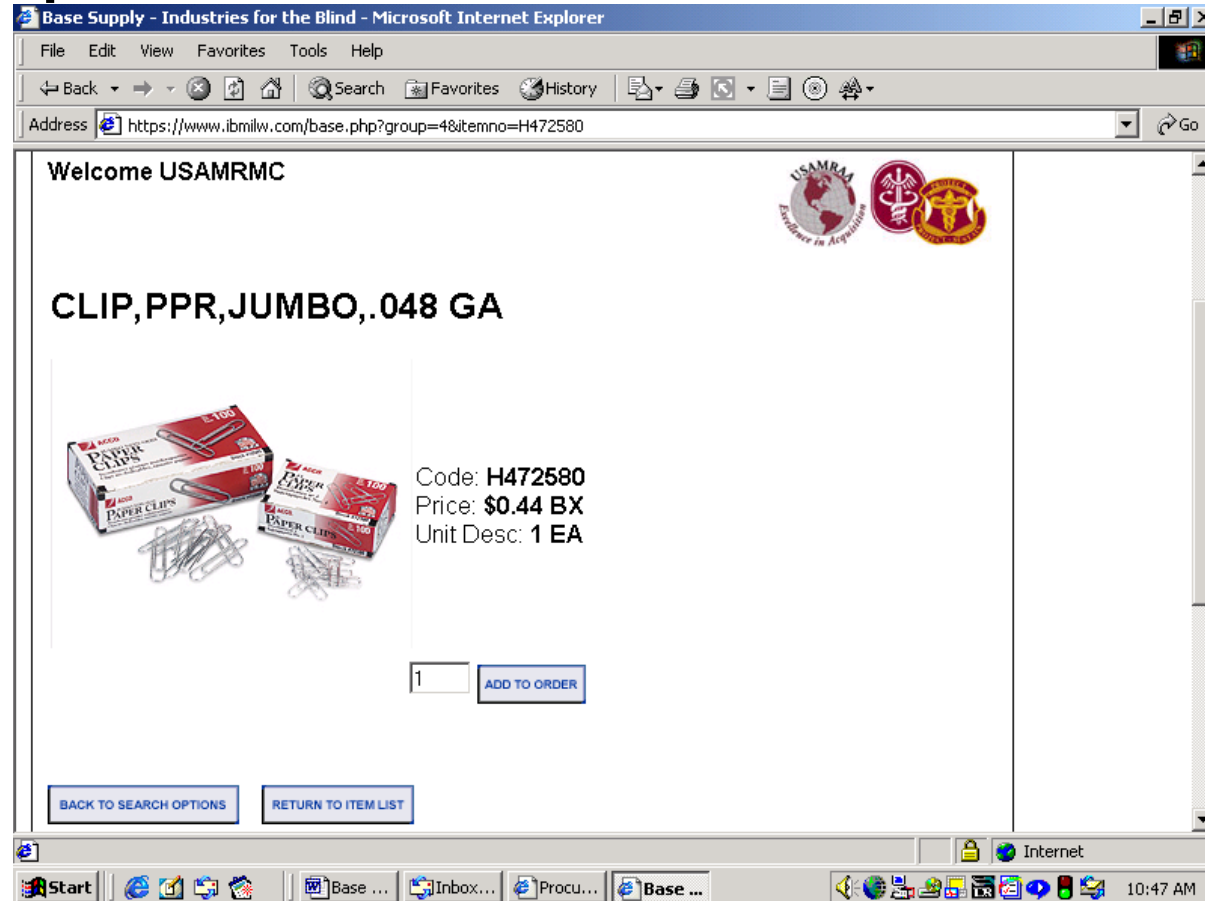
12) Using the 2nd Ordering Option, you can browse products by Category. Simply Click on the **drop-down menu** of categories. Select your choice and Click **VIEW CATEGORY**.



13) After the items for the given category have displayed, you can simply add a product to your cart by Clicking the **ADD TO ORDER** button or Click on an **Item Number** to see an image of the product.



14) After Clicking on an **Item Number** to see an image of the product, you can add it to your order by Clicking the **ADD TO ORDER** button. Alternately, you may also choose **RETURN TO ITEM LIST** to go back to the immediate category listing or **BACK TO SEARCH OPTIONS** if you wish to choose another ordering option.



15) If the item above was added to the order, the **Shopping Cart** will again display its contents for your approval. At this screen, you will note a link below the cart contents that will allow you to **Add More Items Using a Blank Order Form**, which is the 3rd Ordering Option. Click on the link.

The screenshot shows a web browser window titled "Shopping Cart - Industries for the Blind - Microsoft Internet Explorer". The address bar shows "https://www.ibmilw.com/cart.php". The page header includes the IB Milwaukee logo, navigation links (HOME, COMPANY PROFILE, CONTACT US, SITEMAP, ORDER HELP, UNDERSTANDING JWOD), and the tagline "WORLD CLASS VISION". A secondary navigation bar lists: PRODUCTS, SERVICES, BASE SUPPLY, CUSTOMER PROGRAMS, MAILERS/SPECIALS, CATALOG REQUEST, CAREERS, and CUSTOMER SERVICE.

The main content area is titled "Shopping Cart" and features the text "Free Shipping On ALL Orders!" and a "Log Out" link. It contains a table with the following data:

Quantity	Item No	Item	Price	Total
1	7520014393397	PEN,BALLPT,LASER,BE	\$27.01 EA	\$27.01
1	H472580	CLIP,PPR,JUMBO,.048 GA	\$0.44 BX	\$0.44

Below the table, there is an "UPDATE CART" button, a link to "Add More Items Using a Blank Order Form", and a summary showing "Subtotal \$27.45" and "Shipping \$0.00".

A "USER OPTIONS" section at the bottom contains five buttons: "CHECK OUT", "HOLD ORDER", "CREATE A BLANK ORDER", "RETURN TO STORE", and "< BACK".

The Windows taskbar at the bottom shows the Start button, several open applications (Base..., Inbox..., Procu..., Shop...), and the system clock indicating 10:53 AM on 10/23/2001.

16) The **Blank Order Form** can be used at anytime during an order or it may be used exclusively for those of you that need to place your order quickly, and do not wish to search for products or view the product images.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Base Supply website. The address bar shows the URL: <https://www.ibmilw.com/base.php?blank=order>. The website header includes the IB Milwaukee logo, navigation links (HOME, COMPANY PROFILE, CONTACT US, SITEMAP, ORDER HELP, UNDERSTANDING JWOD), and the tagline "WORLD CLASS VISION". A secondary navigation bar lists: PRODUCTS, SERVICES, BASE SUPPLY, CUSTOMER PROGRAMS, MAILERS/SPECIALS, CATALOG REQUEST, CAREERS, and CUSTOMER SERVICE. The main content area features the "Base Supply" logo, the text "Free Shipping On ALL Orders!", and a "Log Out" link. Below this is a table for entering order items:

Qty	Item Number
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Below the table is an "ADD TO ORDER" button. The browser's status bar at the bottom shows "Done", "Internet", and the system clock "11:02 AM".

17) Using this **Blank Order Form**, simply enter the quantity and item numbers you need, and Click on the **ADD TO ORDER** button.

The screenshot shows a Microsoft Internet Explorer browser window displaying the Base Supply website. The address bar shows the URL: <https://www.ibmilw.com/base.php?blank=order>. The website header includes the IB Milwaukee logo, navigation links (HOME, COMPANY PROFILE, CONTACT US, SITEMAP, ORDER HELP, UNDERSTANDING JWOD), and the slogan "WORLD CLASS VISION". A navigation menu contains links for PRODUCTS, SERVICES, BASE SUPPLY, CUSTOMER PROGRAMS, MAILERS/SPECIALS, CATALOG REQUEST, CAREERS, and CUSTOMER SERVICE. The main content area is titled "Base Supply" and features the text "Free Shipping On ALL Orders!" and a "Log Out" link. Below this is a table for entering order items:

Qty	Item Number
2	F509217
1	L279583

At the bottom of the table is an "ADD TO ORDER" button. The Windows taskbar at the bottom shows the Start button, several open applications (Base ..., Inbox..., Procu..., Base ...), and the system clock indicating 11:09 AM.

18) Your **Shopping Cart** will once again display its contents for your approval. You will note that the items added using the Blank Order Form are now part of your order.

Shopping Cart - Industries for the Blind - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print View Source

Address <https://www.ibmilw.com/cart.php> Go

PRODUCTS SERVICES BASE SUPPLY CUSTOMER PROGRAMS MAILERS/SPECIALS CATALOG REQUEST CAREERS CUSTOMER SERVICE

Shopping Cart *Free Shipping On ALL Orders!* [Log Out](#)

Quantity	Item No	Item	Price	Total
<input type="text" value="1"/>	7520014393397	PEN,BALLPT,LASER,BE	\$27.01 EA	\$27.01
<input type="text" value="1"/>	H472580	CLIP,PPR,JUMBO,.048 GA	\$0.44 BX	\$0.44
<input type="text" value="2"/>	F509217	POCKET,FILE,HNG,LTR,4PK	\$7.73 PK	\$15.46
<input type="text" value="1"/>	L279583	BINDER,EZD,3",RD	\$8.35 EA	\$8.35

[Add More Items Using a Blank Order Form](#)

Subtotal \$51.26
Shipping \$0.00

USER OPTIONS

SEARCH BY PRODUCT NUMBER

Start Base ... Inbox... Procu... Shop... Internet 11:10 AM

19) Now let's say that you are not quite finished with your order, but you have no more time to complete it. At this point, or at any point during the ordering process that you have items in a shopping cart, you can save and hold your order by Clicking on **HOLD ORDER**.

The screenshot shows a Microsoft Internet Explorer window titled "Shopping Cart - Industries for the Blind". The address bar displays "https://www.ibmilw.com/cart.php". The page features a navigation menu with links: PRODUCTS, SERVICES, BASE SUPPLY, CUSTOMER PROGRAMS, MAILERS/SPECIALS, CATALOG REQUEST, CAREERS, and CUSTOMER SERVICE. The main heading is "Shopping Cart" with a promotional message "Free Shipping On ALL Orders!" and a "Log Out" link.

Quantity	Item No	Item	Price	Total
1	7520014393397	PEN,BALLPT,LASER,BE	\$27.01 EA	\$27.01
1	H472580	CLIP,PPR,JUMBO,.048 GA	\$0.44 BX	\$0.44
2	F509217	POCKET,FILE,HNG,LTR,4PK	\$7.73 PK	\$15.46
1	L279583	BINDER,EZD,3",RD	\$8.35 EA	\$8.35

Below the table, there is an "UPDATE CART" button and a link "Add More Items Using a Blank Order Form". The subtotal is \$51.26 and shipping is \$0.00.

USER OPTIONS

CHECK OUT HOLD ORDER CREATE A BLANK ORDER RETURN TO STORE < BACK

SEARCH BY PRODUCT NUMBER

20) After Clicking on **HOLD ORDER**, the following screen will confirm that your order is on Hold. You will also be sent an email confirmation of the order (in Hold status).

Hold Confirmation - Industries for the Blind - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites History Print

Address <https://www.ibmilw.com/cart.php> Go

IB MILWAUKEE HOME | COMPANY PROFILE | CONTACT US
SITEMAP | ORDER HELP | UNDERSTANDING JWOD

WORLD CLASS VISION

PRODUCTS SERVICES BASE SUPPLY CUSTOMER PROGRAMS MAILERS/SPECIALS CATALOG REQUEST CAREERS CUSTOMER SERVICE

Hold Confirmation *Free Shipping On ALL Orders!* [Log Out](#)

Your order is now on hold. We have sent you an email confirmation to remind you that your order is on hold.

Order Number: IB20690
Date: 01/22/02
Time: 11:25:10 AM

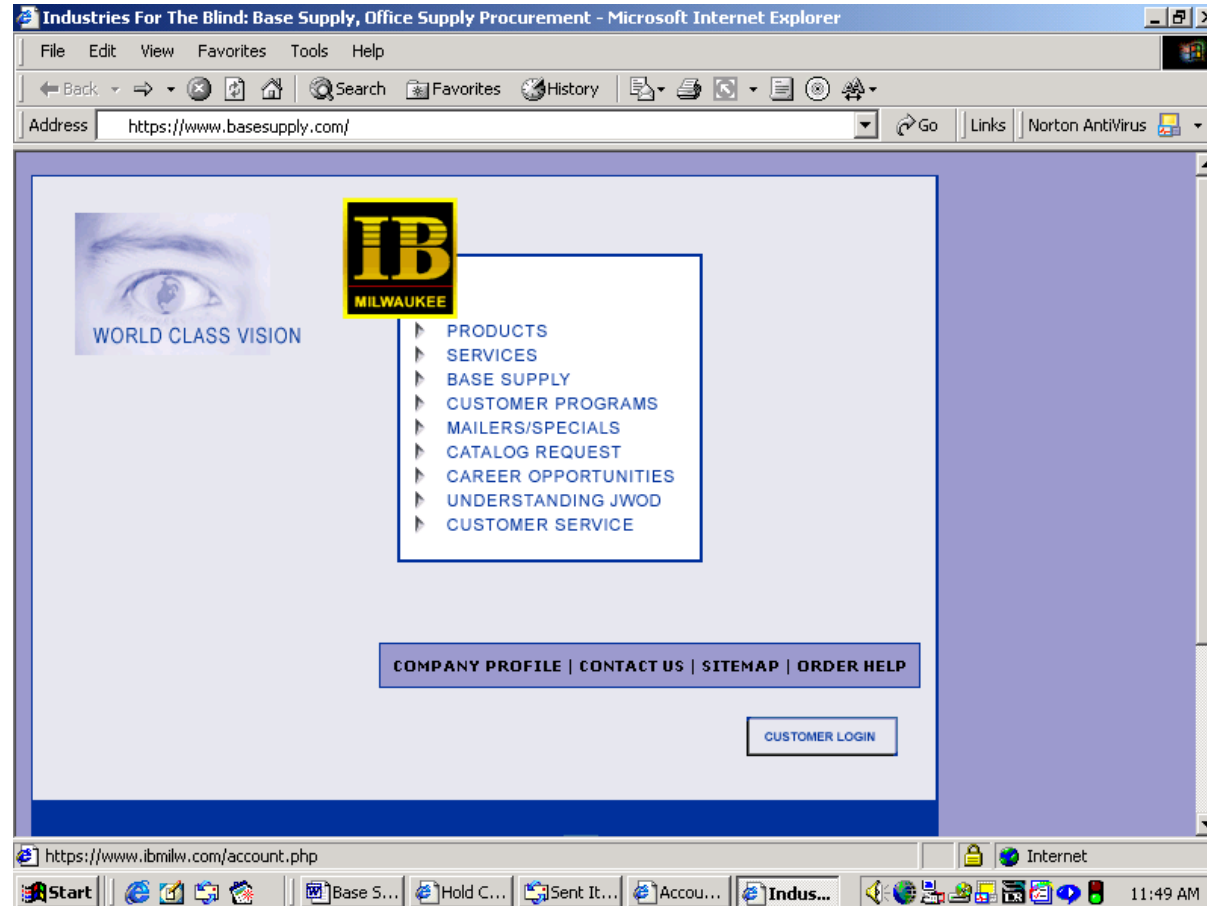
Quantity	Item No	Item	Price	Total
1	7520014393397	PEN,BALLPT,LASER,BE	\$27.01 EA	\$27.01
1	H472580	CLIP,PPR,JUMBO,.048 GA	\$0.44 BX	\$0.44
2	F509217	POCKET,FILE,HNG,LTR,4PK	\$7.73 PK	\$15.46
1	L279583	BINDER,EZD,3",RD	\$8.35 EA	\$8.35
Subtotal			\$51.26	
Shipping			\$0.00	
Total			\$51.26	

Done Internet

Start Base S... Hold C... Sent It... Accou...

11:40 AM

21) At this point, let's say that two days have passed and you would like to review your order and complete it. For this example, I will exit the web browser I was using, and call up a new one to simulate returning back two days later. Again, go to www.BaseSupply.com and this time Click in the lower right-hand side of the screen on **CUSTOMER LOGIN**.



22) Enter your Customer ID and Password exactly as you entered it during your Account Setup, and Click on **CONTINUE.**

The screenshot shows a Microsoft Internet Explorer browser window titled "Account Manager - Industries for the Blind - Microsoft Internet Explorer". The address bar displays "https://www.ibmilw.com/account.php". The website header includes the "IB MILWAUKEE" logo, navigation links (HOME, COMPANY PROFILE, CONTACT US, SITEMAP, ORDER HELP, UNDERSTANDING JWOD), and the tagline "WORLD CLASS VISION". A secondary navigation bar lists: PRODUCTS, SERVICES, BASE SUPPLY, CUSTOMER PROGRAMS, MAILERS/SPECIALS, CATALOG REQUEST, CAREERS, and CUSTOMER SERVICE. The main content area is titled "Account Manager" and features a "Login" section. It contains two input fields: "Customer ID" with the value "Dan9999" and "Password" with masked characters. To the right of these fields are two buttons: "CONTINUE" and "REGISTER FOR AN ACCOUNT". Below the login fields, there is a link: "Need additional support? [Contact a Support Specialist.](#)". Further down, a "SEARCH BY PRODUCT NUMBER" section includes a search input field and a "SEARCH" button. To the right of the search section is a link: "▶ [UPCOMING PROMOTIONS](#)". The footer of the page provides contact information for "Industries for the Blind, Inc." (3220 West Vliet Street, Phone: 414.933.4319, Fax: 414.933.4316). The Windows taskbar at the bottom shows the Start button, several open application windows (Base S..., Hold C..., Sent It..., Accou..., Accou...), and the system clock indicating 11:54 AM.

Account Manager - Industries for the Blind - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Copy Paste

Address <https://www.ibmilw.com/account.php> Go Links Norton AntiVirus

IB MILWAUKEE HOME | COMPANY PROFILE | CONTACT US
SITEMAP | ORDER HELP | UNDERSTANDING JWOD

WORLD CLASS VISION

PRODUCTS SERVICES BASE SUPPLY CUSTOMER PROGRAMS MAILERS/SPECIALS CATALOG REQUEST CAREERS CUSTOMER SERVICE

Account Manager *Free Shipping On ALL Orders!*

Login

Customer ID

Password

Need additional support? [Contact a Support Specialist.](#)

SEARCH BY PRODUCT NUMBER

[UPCOMING PROMOTIONS](#)

IB Industries for the Blind, Inc.
3220 West Vliet Street

Phone: 414.933.4319
Fax: 414.933.4316

Start Base S... Hold C... Sent It... Accou... Accou... 11:54 AM

23) This will bring you to your **Account Manager** screen, which displays your basic account information and your order history. Note that the order you placed on Hold two days ago is now displayed here as part of your order history.

Account Manager - Industries for the Blind - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites History Print Mail Links Norton AntiVirus

Address <https://www.ibmilw.com/account.php> Go

IB MILWAUKEE HOME | COMPANY PROFILE | CONTACT US
SITEMAP | ORDER HELP | UNDERSTANDING JWOD WORLD CLASS VISION

PRODUCTS SERVICES BASE SUPPLY CUSTOMER PROGRAMS MAILERS/SPECIALS CATALOG REQUEST CAREERS CUSTOMER SERVICE

Account Manager *Free Shipping On ALL Orders!* [Log Out](#)

Customer ID DAN9999

Billing Information [Edit]	Shipping Information [Edit]
Name Dan9999	Name Dan9999
Company IBMilw	Company IBMilw
Address 2002 Orders	Address 2002 Orders
City, State Zip Milwaukee, WI 53208	City, State Zip Milwaukee, WI 53208
Email 2002 Orders@ibmke.com	Email 2002 Orders@ibmke.com

View Order Number [go](#) Page 1 of 1

Status	Order Number	Name	Order Date
Hold	IB20690	Dan9999	01/22/02

Done Internet

Start Base S... Hold C... Sent It... Accou... Accou... 11:56 AM

24) Your **Account Manager** screen provides a button for immediate ordering access by Clicking on the **CREATE A BLANK ORDER** button. Here you can also change your Password or Customer Type if ever necessary.

Account Manager - Industries for the Blind - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address Links Norton AntiVirus

CREATE A BLANK ORDER

Change Your Password

Old Password

New Password

Re-enter New Password

CHANGE PASSWORD

Customer Type

☒ **Government Customer**

Government customers generally have an authorized Card Holder, and a Shopper. You are considered a Shopper and can request items for yourself. The Card Holder will then authorize your order and it will be shipped to you. The Shopper may also be the Card Holder.

☐ **Commercial Customer**

Commercial customers generally shop and purchase immediately with a government purchase card, but may also opt to Save and Hold their orders.

Are you a program customer?

☐ No (If unsure, select this option.)

☒ Base Supply

Done Internet

Start Base ... Hold ... Sent I... Accou... Acco...

12:02 PM

25) But let's say at this point you wanted to review that order you placed on Hold two days ago and complete it. Simply Click within your order history on the **Order Number** you would like to view and that order will be displayed on the screen.

Account Manager - Industries for the Blind - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.ibmilw.com/account.php> Go

PRODUCTS SERVICES BASE SUPPLY CUSTOMER PROGRAMS MAILERS/SPECIALS CATALOG REQUEST CAREERS CUSTOMER SERVICE

Account Manager *Free Shipping On ALL Orders!* [Log Out](#)

Customer ID DAN9999

Billing Information [\[Edit\]](#)

Name Dan9999

Company IBMilw

Address 2002 Orders

City, State Zip Milwaukee, WI 53208

Email 2002 Orders@ibmke.com

Shipping Information [\[Edit\]](#)

Name Dan9999

Company IBMilw

Address 2002 Orders

City, State Zip Milwaukee, WI 53208

Email 2002 Orders@ibmke.com

View Order Number Page 1 of 1

Status	Order Number	Name	Order Date
Hold	IB20690	Dan9999	01/22/02

[CREATE A BLANK ORDER](#)

Change Your Password

Start Base S... Hold C... Inbox ... Accou... 12:39 PM

26) Click on the **EDIT ORDER** button to make changes to your order or Click the **PLACE ORDER** button if you are ready to place your order.

Account Manager - Industries for the Blind - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Address Links Norton AntiVirus

Account Manager *Free Shipping On ALL Orders!* [Log Out](#)

[View All Orders](#)

Order Number: IB20690 **Order Date:** 01/22/02

Billing Information [\[Edit\]](#) **Shipping Information** [\[Edit\]](#)

Name Dan9999 **Name** Dan9999

Company IBMilw **Company** IBMilw

Address 2002 Orders **Address** 2002 Orders

City, State Zip Milwaukee, WI 53208 **City, State Zip** Milwaukee, WI 53208

Email 2002 Orders@ibmke.com **Email** 2002 Orders@ibmke.com

Order Status: Hold

If you would like to place or edit this order,
please select the appropriate option and
this order will be placed into your shopping
cart.

[EDIT ORDER](#) [PLACE ORDER](#)

Quantity	Item No	Item Name	Unit Desc	Price	Total
1	7520014393397	PEN,BALLPT,LASER,BE	1 EA	\$27.01 EA	\$27.01

Internet

27) For either selection the order will then be effectively placed into your shopping cart for **Edit** or **Checkout**. At this point you could add items using the **Add More Items Using a Blank Order Form** link or Click on **RETURN TO STORE** for other ordering options. Quantities for any line items may also be updated here before Checkout.

Shopping Cart - Industries for the Blind - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address Links Norton AntiVirus

IB MILWAUKEE HOME | COMPANY PROFILE | CONTACT US
SITEMAP | ORDER HELP | UNDERSTANDING JWOD WORLD CLASS VISION

PRODUCTS SERVICES BASE SUPPLY CUSTOMER PROGRAMS MAILERS/SPECIALS CATALOG REQUEST CAREERS CUSTOMER SERVICE

Shopping Cart *Free Shipping On ALL Orders!* [Log Out](#)

Quantity	Item No	Item	Price	Total
<input type="text" value="1"/>	7520014393397	PEN,BALLPT,LASER,BE	\$27.01 EA	\$27.01
<input type="text" value="1"/>	H472580	CLIP,PPR,JUMBO,.048 GA	\$0.44 BX	\$0.44
<input type="text" value="2"/>	F509217	POCKET,FILE,HNG,LTR,4PK	\$7.73 PK	\$15.46
<input type="text" value="1"/>	L279583	BINDER,EZD,3",RD	\$8.35 EA	\$8.35

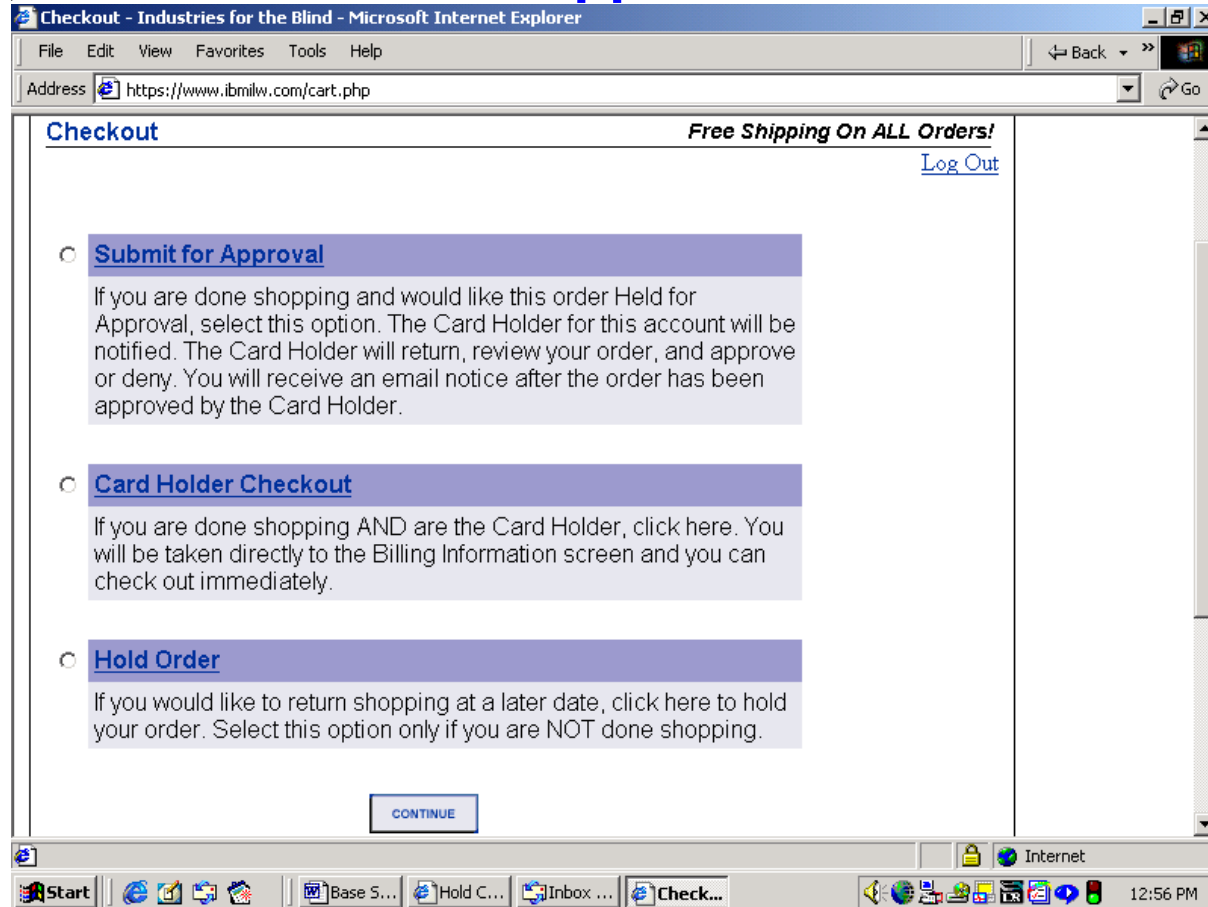
[Add More Items Using a Blank Order Form](#)

Subtotal \$51.26
Shipping \$0.00

USER OPTIONS

Start Bas... Hol... Sen... Acc... Acc... Sho... Internet 12:14 PM

28) To Checkout, simply Click on the **CHECK OUT** button and select the Checkout option that you need. In most cases, this will be **Card Holder Checkout**. After selecting your Checkout option, Click the **CONTINUE** button. Alternately, if you are not the Card Holder and need approval from your superior for the order, select **Submit for Approval** and **CONTINUE**.



29) After selecting the **Card Holder Checkout** option and Clicking on the **CONTINUE** button, you will be directed to a Checkout screen where you will be able to confirm the items in your cart, the Billing and Shipping Addresses, and then enter your Credit Card Information.

Checkout *Free Shipping On ALL Orders!* [Log Out](#)

Quantity	Item No	Item	Price	Total
1	7520014393397	PEN,BALLPT,LASER,BE	\$27.01 EA	\$27.01
1	H472580	CLIP,PPR,JUMBO,,048 GA	\$0.44 BX	\$0.44
2	F509217	POCKET,FILE,HNG,LTR,4PK	\$7.73 PK	\$15.46
1	L279583	BINDER,EZD,3",RD	\$8.35 EA	\$8.35
Subtotal			\$51.26	
Shipping			\$0.00	
Total			\$51.26	

[GO BACK TO MAKE CHANGES](#)

Billing Information

Name

Company

Address

Address 2

Shipping Information

Name

Company

Address

Address 2

Start | Base S... | Hold C... | Inbox ... | Check... | 1:05 PM

30) Note that there is a textbox for an internal **Job Order#** or **PO#**, and another for any **Special Instructions** that may be helpful for the delivery of the order (**However, all changes to the Shipping Address must be hard-coded to the system– so please contact your Sales Representative for these changes**).

The screenshot shows a web browser window titled "Checkout - Industries for the Blind - Microsoft Internet Explorer". The address bar shows "https://www.ibmilw.com/cart.php". The page content includes a form with the following fields:

- Exp. Date (mm/yyyy)**: A dropdown menu showing "11 / 09".
- Name on card**: A text input field containing "Dan 9999".
- Job Order #**: A text input field containing "143567".
- Special Instructions**: A text area containing "Leave order in cubicle."

Below the form is a blue **SUBMIT** button. Underneath is a section titled **SEARCH BY PRODUCT NUMBER** with a text input field and a blue **SEARCH** button. To the right of this is a blue button with a right-pointing triangle and the text **UPCOMING PROMOTIONS**.

The footer of the page contains the **IB MILWAUKEE** logo, the company name **Industries for the Blind, Inc.**, address **3220 West Vliet Street, Milwaukee, WI 53208-2400**, phone **414.933.4319**, fax **414.933.4316**, and email info@ibmilw.com. It also includes a copyright notice: **Copyright © 2001 Industries for the Blind, Inc. | All Rights Reserved. [Privacy Statement](#)**.

The Windows taskbar at the bottom shows the Start button, several open applications (Base S..., Hold C..., Inbox ..., Check...), and the system clock showing **1:14 PM**.

31) To continue the Checkout process, Click on the **SUBMIT** button. This will direct you to a page to confirm the information you just provided for the order.

Checkout - Industries for the Blind - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://www.ibmilw.com/cart.php> Go

Checkout *Free Shipping On ALL Orders!* [Log Out](#)

Please Confirm Your Order

Quantity	Item No	Item	Price	Total
1	7520014393397	PEN,BALLPT,LASER,BE	\$27.01 EA	\$27.01
1	H472580	CLIP,PPR,JUMBO,.048 GA	\$0.44 BX	\$0.44
2	F509217	POCKET,FILE,HNG,LTR,4PK	\$7.73 PK	\$15.46
1	L279583	BINDER,EZD,3",RD	\$8.35 EA	\$8.35
			Subtotal	\$51.26
			Shipping	\$0.00
			Total	\$51.26

Billing Information

Name Dan9999
Company IBMilw
Address 2002 Orders
City, State ZIP Milwaukee, WI 53208
Email 2002 Orders@ibmke.com

Shipping Information

Name Dan9999
Company IBMilw
Address 2002 Orders
City, State ZIP Milwaukee, WI 53208
Email 2002 Orders@ibmke.com

Done Internet

Start Base S... Hold C... Inbox ... Check...

1:23 PM

32) Once you have confirmed all of your information for the order, YOU MUST then Click on the **PLACE THIS ORDER** button to finalize it. Note that BaseSupply.com utilizes Secure Sockets Layer (SSL) technology to assure that all customer communications are protected.

The screenshot shows a web browser window titled "Checkout - Industries for the Blind - Microsoft Internet Explorer". The address bar displays "https://www.ibmilw.com/cart.php". The page content includes:

- Two email addresses: "2002 Orders@ibmke.com".
- Credit Card Info**
 - Type: Mastercard
 - Number: 54...3741
 - Exp. Date (mm/yy): 11/02
 - Name: Charles J. Lange
- A blue button labeled "PLACE THIS ORDER".
- A section titled "SEARCH BY PRODUCT NUMBER" with a text input field and a "SEARCH" button.
- A link for "UPCOMING PROMOTIONS" with a right-pointing arrow icon.
- Footer information for Industries for the Blind, Inc., including address (3220 West Vliet Street, Milwaukee, WI 53208-2400), phone (414.933.4319), fax (414.933.4316), and email (info@ibmilw.com).
- A copyright notice: "Copyright © 2001 Industries for the Blind, Inc. | All Rights Reserved. [Privacy Statement](#)".

The Windows taskbar at the bottom shows the Start button, several open applications (Base S..., Hold C..., Inbox ..., Check...), and the system clock indicating 1:25 PM on 1/25/01.

33) The last screen displayed to you will be the **Order Confirmation** which will provide you with an Order Number, Order Summary, and Customer Service links. You may also choose to Print this screen for your records, though you will also receive an email confirmation of this order and again when it ships out to you.

Order Confirmation *Free Shipping On ALL Orders!* [Log Out](#)

Thank you. Your order has been received.

You should receive a confirmation email shortly if you entered an email address.

Order Number: IB20690
Date: 01/22/02
Time: 01:25:47 PM

Quantity	Item No	Item	Price	Total
1	7520014393397	PEN,BALLPT,LASER,BE	\$27.01 EA	\$27.01
1	H472580	CLIP,PPR,JUMBO,,048 GA	\$0.44 BX	\$0.44
2	F509217	POCKET,FILE,HNG,LTR,4PK	\$7.73 PK	\$15.46
1	L279583	BINDER,EZD,3",RD	\$8.35 EA	\$8.35
			Subtotal	\$51.26
			Shipping	\$0.00
			Total	\$51.26

If you have any questions regarding your order, please contact customerservice@ibmilw.com.